

Creating an Out of State Home Provider License

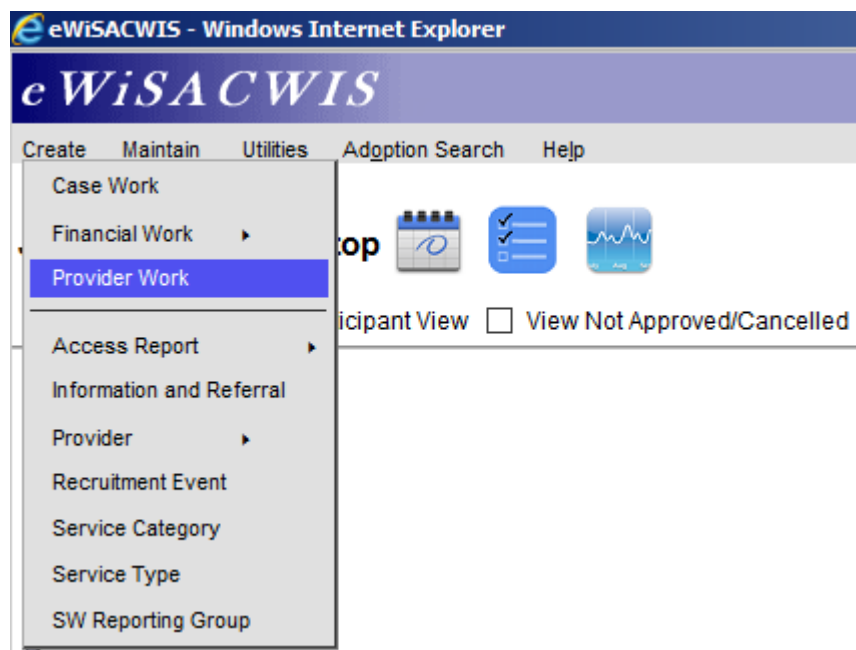
Introduction


The responsibility for the management of each out of state Foster Home, Adoptive Home, Kinship Care Home, Non-Relative, and Subsidized Guardianship Home Provider record is defined by the county/agency that has the child placed in that home. This county/agency is referred to as the home provider's "Designated County." The designated county is defined at the time the home provider record is created. Workers of the designated county manage all aspects of the home provider record, including the addition of licensed services for other counties to the provider's license. Non-designated county workers are not able to create or maintain provider licenses, nor are they able to generate work from within the Home Provider License.

Creating an Out of State License

Note: In order to create a foster home license, an assignment to the provider record is needed.

1. Once there has been a screened in Home Inquiry, the Home Provider page needs to be updated. See the User Guide on Maintaining Home Providers. Once the Home Provider page is updated, the actions can begin for creating a license for the provider. Make sure the provider is listed on the desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for an assignment.
2. From the desktop, click Create > Provider Work



or click the Provider Work button  in the eWiSACWIS banner.

3. Select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button.

Create Provider Work - Windows Internet Explorer

eWiSACWIS Print Spell Check Help

Create Provider Items

- Administrative
- Check
- Imaging
- License** (Licensing Activity)
- Maintenance
- Narrative
- Payment
- Support Plans
- Unlicensed Complaint

Providers

- Badger, Bucky (9221596)
- Captain, Stewart (9221055)
- Farmer, Sally (9221682)
- Gum, Bubble (9221683)
- Muffin, Blueberry (9221684)
- Provider, Female (9221778)
- Provider, Foster (9221772)
- Provider, Home (9221845)
- Provider, Mother (9221781)
- State, Neighbor (9221779)**
- Test, Sally (9221062)

Create Close

100%

Note: The Birth Date, Race(s), and Ethnicity for Parent 1 (and Parent 2, if applicable) must be documented before a license can be created, otherwise a Validation Errors message will appear.

Validation Errors -- Webpage Dialog

You must correct the following errors before proceeding:

- There is demographic information missing for Parent 1. Please check the Person Management record and update the Birth Date, Race, and/or Ethnicity field(s).

Print Close

4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page.
5. Select the appropriate Application Status. Select the Application Type as 'Out of State.' Document the Date Application Provided to Family, Date Signed Application Received, and Date Completed Application Received. Then in the Decision drop-down, select Create License. The Decision Date will default to today's date, but can be updated.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Home: [State, Neighbor \(9221779\)](#) Worker: Fawn Fun Designated County: Milwaukee
Completion Date: Status:
Licensing Agency: State of Minnesota

Application Activity

Application Activity

Application Status: [] Application Type: []
Date Application Provided to Family: 00/00/0000 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 00/00/0000
Decision: Pending Decision Date: 00/00/0000
Rehab Review ☐

Options: [] Go Save Close

100%

6. When the Decision of Create License is selected, the License Information and Services tabs appear.

Licensing - Windows Internet Explorer

eWISACWIS TM Print Spell Check Help

Basic

Home: [State, Neighbor \(9221779\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: State of Minnesota

Application Activity **License Information** **Services**

Application Activity

Application Status: Initial Application Type: Out of State
Date Application Provided to Family: 12/10/2014 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 01/12/2015
Decision: Create License Decision Date: 01/12/2015
Rehab Review ☐

Options: Go

100%

7. The License Information tab contains three group boxes. The Home Information group box pre-fills with demographic information from the Home Provider page. The Licensee(s) field will display Parent 1, Parent 2, and any member identified as Licensee. Clicking on the hyperlink opens the Person Management page for the associated Parent 1, Parent 2, or Licensee.

The License Information group box contains the specifics for the foster home license. Enter the Effective From and Effective To dates.

The Additional Information group box pre-fills the capacity, age, and gender specifics for the provider from the Home Provider page.

Note: The Out of State license may be valid for more than 2 years.

Note: The Foster Home License template is not available. The out of state license would be added via the Imaging page.

The screenshot shows a web browser window titled "eWiSACWIS - Windows Internet Explorer". The application header includes the "eWiSACWIS" logo and navigation links for TM, Print, Spell Check, and Help. The main content area is divided into three tabs: "Application Activity", "License Information" (which is selected), and "Services".

The "License Information" tab contains three sub-sections:

- Basic:** This section contains fields for "Home:" (linked to "State, Neighbor (9221779)"), "Worker:" (Dan Daisy), "Status:" (Pending), "Completion Date:", "Licensing Agency:" (State of Minnesota), and "Designated County:" (Milwaukee).
- Home Information:** This section contains fields for "Licensee(s):" (linked to "State, Neighbor"), "C/O:", "Street:" (111 Neighbor Lane), "City:" (St. Paul), "County of Residence:" (Out Of State), "State:" (MN), "Apt:" (51411), and "Zip:" (51411).
- License Information:** This section contains fields for "Type:" (Out of State), "Certification:" (Out of State), "Effective From:" (01/12/2015), "Effective To:" (01/12/2019), and two radio buttons for "Exceptions/Waivers Required" (selected) and "No Exceptions/Waivers Required".
- Additional Information:** This section contains fields for "Total Bed Capacity:" (2), "Preferred Age:" (0 to 18), "Preferred Gender:" (Male: 2, Female: 2).

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons. The browser status bar at the bottom right shows "100%".

8. The Services tab contains the Licensed Services group box which displays the service types that this license will authorize, including the name of the county with which each service is associated. The Edit Licensed Services hyperlink (enabled for designated county workers when the county specific radio button is selected in the Licensed Services group box) launches the Edit Licensed Services page.
9. To add a Service Category and Type, select the Edit Licensed Services hyperlink. This will open the Edit Licensed Services page.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Home: [State, Neighbor \(9221779\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: State of Minnesota

Application Activity **License Information** **Services**

Licensed Services

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Status
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Save **Close**

100%

10. Select the check box next to the service(s) you wish to add. Services will remain 'Inactive' until the license is approved. Once approved, the status will switch to 'Active.' Click Save and Close to return to the Licensing page.

The screenshot shows a web browser window titled "Edit Licensed Services -- Webpage Dialog". The header bar includes the eWiSACWIS logo and navigation links: Print, Spell Check, and Help. Below the header, the following information is displayed: Provider Name: State, Neighbor(9221779), Total License Bed Capacity: 2, License Type: Out of State, County: Milwaukee.

The main section is titled "Licensed Services" and contains a table with the following columns: Category, Type, Status, and Select Service.

Category	Type	Status	Select Service
<input checked="" type="radio"/> Foster Care	Foster Home (Out-of-State)	Inactive	<input checked="" type="checkbox"/>

At the bottom of the dialog, there is an "Options:" field with a dropdown menu and a "Go" button. To the right are "Save" and "Close" buttons.

11. On the Services tab, the Service Categories and Types will be displayed. The Status of the service is currently In Active. The Status will become Active once the license is approved.

The screenshot shows a web browser window titled "Licensing - Windows Internet Explorer". The header bar includes the eWiSACWIS logo and navigation links: TM, Print, Spell Check, and Help. Below the header, the following information is displayed: Home: State, Neighbor(9221779), Worker: Dan Daisy, Designated County: Milwaukee, Completion Date: State of Minnesota, Status: Pending, Licensing Agency: State of Minnesota.

The main section has three tabs: Application Activity, License Information, and Services. The Services tab is selected.

The Services tab contains a section titled "Licensed Services" with a dropdown menu for "All Counties" and "Milwaukee" (selected). To the right of the dropdown is a link "Edit Licensed Services".

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Out-of-State)	In Active

At the bottom of the Services tab, there is an "Options:" field with a dropdown menu and a "Go" button. To the right are "Save" and "Close" buttons.

12. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go.

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Home: [State, Neighbor \(9221779\)](#) Worker: Dan Daisy Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: State of Minnesota

Application Activity License Information Services

Application Activity

Application Status: Initial Application Type: Out of State
Date Application Provided to Family: 12/10/2014 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 01/12/2015
Decision: Create License Decision Date: 01/12/2015
Rehab Review ☐

Options: Actions Approval Letters License Denial Letter Go Save Close

13. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue.

14. To send the license for supervisory approval, click Save on the Licensing page.

15. Below is an example of how the approved license will look from the desktop.

[State, Neighbor \(9221779\)](#) [Actions](#)

Foster Home 02/02/2012 Daisy, Dan Out Of State Des: Milwaukee License Status: Active-Regular

Assignments

Background Check

Basic

Home Inquiries

Licenses

Out of State

01/12/2015 01/12/2019 Initial Out of State Active-Regular Milwaukee

Members

Parent Agency